

INFORMATION BULLETIN

WORKFORCE INVESTMENT ACT

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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: GUIDE FOR CONNECTING YOUTH OFFENDERS TO EMPLOYMENT OPPORTUNITIES

The U.S. Department of Labor (DOL) has developed an interactive CD entitled, "Working Ahead: A Guide For Youth Offenders to Employment Opportunities." This tool supports the "New Strategic Vision for the Delivery of Services under the Workforce Investment Act," as described in DOL Training and Employment Guidance Letter [3-04](#), with its commitment to focusing on serving the neediest youth, including court-involved youth. Each Local Workforce Investment Area will receive a copy of this CD by U.S. Mail.

Renee Lee who is the Youth Programs Coordinator for Cochise County (AZ) Workforce Development, one of DOL's Youth Offender Demonstration Project grantees, and a Workforce Investment Act coordinator, originally proposed this project. Since the legal and policy obstacles to employment for people with criminal records are complex and many jobs are inaccessible to people with criminal records, a "One-Stop" resource was needed to help local service providers and their young court-involved clients understand what the barriers are, how to affect career planning, and what can be done to overcome the barriers to find work. This guidebook was designed to serve re-entry and workforce systems throughout the region.

For further information about this project, please contact Denise Fogleman, Federal Project Officer, at fogleman.denise@dol.gov or (206) 553-7938, ext. 8157.

/S/ BOB HERMSMEIER
Chief
Workforce Investment Division

Attachment

***Working Ahead:
A Guide for Connecting Youth Offenders with
Employment Opportunities***

Chapter One: Overview

Working with Youth Involved in the Justice System

Background: The Young Offender Initiative; Workforce Investment Act (WIA), and Young Offenders

How Is Working with Young People in the Justice System Different than Working with WIA Youth Customers?

Potential Barriers to Employment

Working with Young Offenders with Disabilities

Confidentiality

Political Representation and Prisoner Advocacy

Differences Between the Juvenile and Adult Criminal Justice Systems

Background on Court Systems

Different Language

When Is a Juvenile Not Treated as a Juvenile?

Juveniles Tried as Adults

Parental Involvement

What Works

Know the Labor Market and Relevant Employment Laws

Offer Pre-Employment and In-Training Services to Prepare Clients for Work

Provide Post-Employment Services to Promote Job Retention

Chapter Two: Know the Score

Impact of a Criminal Record on Employment

Taking Care of Business: The Criminal Record and How to Work with It

Getting, Reviewing, and Correcting a RAP Sheet

Working to Overcome the Record: Expunging and/or Sealing Records, Conviction Set

Asides, and Restoration of Civil Rights for Juveniles and Adults

Criminal Background Checks

Employers who Fingerprint

Consumer Reporting Agencies

Indicators and Assessments of Barriers to Employment

Assessing Barriers to Employment

Learning Disabilities

Behavioral Health

Substance Abuse

Mental Health

- Depression
- Suicide
- Abuse
- Physical Abuse
- Emotionally or Physically Abusive Relationship

Chapter Three: Career Planning

- Restricted and Promising Industries
 - Promising Industries that Meet Labor Market Demands
 - Restricted Industries and Some Remedies
- Completing an Employment Application and Preparing for an Interview
 - Disclosure and Mock Interviews
 - Answering Application Questions About Your Record
 - How to Describe Time in Prison on a Job Application
 - How to Describe Time in Prison and/or a Criminal Record in a Job Interview
- Working with Employers
 - Work Opportunity Tax Credits
 - Federal Bonding Program

Chapter Four: Resources

- Web Resources
 - Non-profit and Private for-Profit Resources
 - Federal and State Agencies
 - Funding and Grant writing Resources
- Useful Publications
- Glossary

Appendices

- Common Legal Barriers (AK, AZ, CA, HI, ID, NV, OR, WA)
- Voting Rights
- Programs that Work
- States with Certificates and Restoration of Rights
- Federal Bonding Program
- Negligent Hiring
- Work Opportunity Tax Credit
- State Repositories and FBI Unit
- Sealing and Expungement of Criminal Records
- Employers Rights' to Information
- Applications and Resumes
- Interviews
- Smart Solutions*